



TOWN OF UPTON, MASSACHUSETTS

Cable Advisory Committee

Meeting Minutes

Date: July 8, 2019

Location: Town Hall, Main Street

A: Call to Order

Having a quorum, the meeting was called to order at 2:05 pm

B: In Attendance

Committee Members:

- Dominic Coombe – NOT PRESENT
- Marcia Kasilowski
- Steven Rakitin

Guests: Glenn Fowler, Cable Coordinator

C: Discussion

1. Review Agenda and Meeting Minutes

Agenda was reviewed. Minutes of June 10th 2019 were reviewed and approved.

2. General Discussion

License Renewal Process – from Bill Hewig KP Law

First step – Create a survey. We reviewed the draft survey questions and agreed to include them in the next town census mailing that will go out in January. Will also post survey on town website. Revised survey is attached. We may need to add a paragraph explaining why we are doing this and that the survey ONLY applies to Charter Spectrum Cable TV and not phone or Internet.

Update on Cable Assistant – Need to ask Sandy re-post position. Sandy will extract info from the job description to create a flyer that can be posted around town.

5 year Plan – Discussed some items to include: monitor replacement every 4 years. Video server would need to be replaced in 5 years. Laptop replacements. Cameras, microphones are always needed. Need to add funding for staff. Possibly create a Video Studio at NRHS.

We could use Cable funds to purchase and install a large screen and projector for Main Hall for presentations. \$10-15k. Long-term plan would be to address acoustic issue by requesting CPC funds in a few years.

Kelly needs Glenn to train her on using ClickShare – which is used to connect a laptop to LCD monitors in Little Town Hall.

We discussed collecting Charter Spectrum issues and posting summaries on Public Access channel and town website. This could also include information on how to report a technical problem to Charter Spectrum.

D: Committee Actions and Action Items

Committee Actions:

1. It was moved and seconded to approve minutes of June 10th 2019 meeting. Unanimous.

Action Items: Get assistant position posted and create flyers for posting around town.

E: Future Meeting Dates

Next committee meeting is scheduled for August 12th at 2 pm.

F: Meeting Adjourned

Upon unanimous vote, the meeting was adjourned at 2:45 pm

Respectfully submitted

Steven R. Rakitin
Clerk